



**DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540**

REFER TO:

From: Director, Contract Policy and Program Support  
To: All Military Sealift Command Contractors

Subj: ELECTRONIC FUNDS TRANSFER (EFT) REGISTRATION

Encl: (1) Vendor EFT Registration Form  
(2) Instructions for Completing Form  
(3) EFT FAR Clauses

1. The Military Sealift Command (MSC) has implemented the Electronic Funds Transfer (EFT) policy in accordance with FAR 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration and FAR 52.232-35, Designation of Office for Government Receipt of Electronic Funds Transfer Information. The EFT will permit contractors to receive electronic payments which will be deposited into the contractor's account at a financial institution (FI).

2. MSC will be able to expedite payments to contractors who participate in the EFT program. If you do not have an account with a FI, you are encouraged to obtain one at your earliest convenience. EFT will be used for all contract payments with the exception of the following: 1) contracts awarded by contracting officers outside the U.S and Puerto Rico, 2) contracts paid in foreign currency, 3) classified contracts, and 4) contracts executed by deployed contracting officers for military operations or contracts executed for emergency operations. Exempt contracts will be paid by check unless other arrangements are made between the contractor and the payment office.

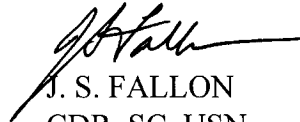
3. To register for EFT or to make changes to an existing registration, please complete the attached EFT form. MSC has completed the Federal Agency Information section of the form. Please complete the Company Information and Financial Institution Information sections, then mail or fax the form to the following address as soon as possible:

Military Sealift Command  
Washington Navy Yard  
914 Charles Morris Court SE  
ATTN: Carolyn Merritt, Code N86  
Washington, DC 20398-5540

Fax: (202) 685-5870

Subj: ELECTRONIC FUNDS TRANSFER (EFT) REGISTRATION

4. On the form, you will notice that MSC has selected CTX as the preferred Automated Clearing House (ACH) format so that you can easily identify payments made by Defense Finance and Accounting Service (DFAS). CTX will allow pertinent addendum information (e.g. the invoice number and discount terms) to be transmitted to the FI.
5. In addition, the CTX format structures the addendum information according to EDI standards that facilitate the ability to process the information directly into your accounting system. You should make arrangements with your FI on how and when the addendum information will be provided to your company. Please note that some financial institutions assess fees associated with the addendum information.
6. You are encouraged to carefully read the attached FAR clause and EFT instructions. Please note that all references to "payment office" stated in the FAR clause refer to MSC Code N86, **not** (DFAS).
7. If there are any questions regarding EFT, please contact your MSC Contracting Officer or Contract Specialist for guidance. Thank you for your effort in ensuring a successful EFT program.

  
J. S. FALLON  
CDR, SC, USN

# FEDERAL AGENCY INFORMATION

## FEDERAL AGENCY VENDOR PAY POINT OF CONTACT

NAME: CAROLYN MERRITT  
 PHONE NUMBER: (202) 685-5864  
 FAX NUMBER: (202) 685-5870  
 E-MAIL ADDRESS: Carolyn.Merritt@smtpgw.msc.navy.mil

ADDRESS: Military Sealift Command, WNY  
 914 Charles Morris Court, SE, Washington, DC 20398-5540  
 ATTN: Carolyn Merritt, CODE N86  
 DSSN: 5 2 0 7  
 VID#

## COMPANY INFORMATION

NAME:   
 Company (DUNS/DUNS+4) Business Name  
 NAME:   
 Individual's name also required when Corporate Tax Status is Sole Proprietor  
 ADR 1:   
 ADR 2:   
 CITY: STATE:   
 ZIP PLUS 4: - COUNTRY DUNS/DUNS+4  
 CAGE CODE FEDERAL TAX ID # CORPORATE STATUS CODE:

## Remittance Information

NAME:   
 ADR 1:   
 ADR 2:   
 CITY: STATE:   
 ZIP PLUS 4: - COUNTRY WAIVER: YES ☐ NO ☐ REMITTANCE CODE:

## ACCOUNTS RECEIVABLE POINT OF CONTACT

NAME:   
 PH#: - EXT: FAX#: -   
 EMAIL:

ACH FORMAT REQUESTED: CCD+ ☐ CTX ☒ Please Note we use the 3050 version of the 820 Transaction Set

SPLIT EDI REMITTANCE ADVICE REQUESTED YES ☐ NO ☐ IF YES, PLEASE ANSWER THE FOLLOWING:

VAN: ISA INTERCHANGE ID QUALIFIER (ISA07)

ISA RECEIVER ID (ISA08)

PH#: APPLICATION RECEIVER'S ID (GS03)

SIGNATURE AND TITLE AUTHORIZED COMPANY OFFICIAL

AUTHORIZATION:   
 DATE CC YY MM DD

## FINANCIAL INSTITUTION INFORMATION

NAME:   
 ACH POC PH#: - EXT:   
 FAX#: ROUTING TRANSIT NUMBER   
 ACCOUNT TYPE: ☐ CHECKING ☐ SAVINGS ACCOUNT NUMBER:   
 LOCK BOX NUMBER (Optional, associated with Remittance when applicable):

[home](#) [search](#) [sitemap](#)**www.dfas.mil**

presented by the Defense Finance and Accounting Service

[welcome](#) [what's news](#) [director's initiatives](#) [money matters](#) [people, organization & systems](#) [reference library](#) [customer service](#) [links](#)

## Instructions for Completing Vendor EFT Registration Form

### FEDERAL AGENCY INFORMATION

This section is to be completed by the Federal Agency making the payment. The agency prints or types the Vendor Pay point of contact information. This includes the name, phone number, fax number and electronic mail address. The address section should contain the complete mailing address of the agency location. Also, the agency must include the four position Disbursing Station Serial Number (DSSN) and the Vendor Identification (VID) maintained in the accounts payable database. This number is composed of the two position site code and the eight position vendor code.

### COMPANY INFORMATION

Payee prints or types the name of the payee/company and address that will receive the ACH vendor/miscellaneous payment. Payee also provides company cage code, federal tax identification and corporate status code. Provide both the cage code and the DUNS/DUNS +4 numbers if available. The corporate status code may be left blank.

### REMITTANCE INFORMATION

Payee will fill out this portion of the form when payee has submitted a waiver to the paying office certifying that the payee does not have an account at a financial institution. Payee must provide the applicable information; name, address 1, address 2 (if applicable), city, zip plus 4, country, and waiver information. The remittance code is not applicable at present. It is reserved for future use.

### ACCOUNTS RECEIVABLE POINT OF CONTACT

Payee provides contact person name, phone number, fax number and electronic mail address information.

### ACH FORMAT REQUESTED

In this section, the Payee identifies the preferred ACH payment format. The Split EDI Remittance Advice Requested determines whether the addendum information will be sent directly to the payee through a Value Added Network (VAN) or with the payment to the financial institution. If yes, the payee must provide information regarding the VAN to be used. Split EDI remittance can only be provided if the payee selects the CTX format. This form serves as a method to establish a Trading Partner Profile between the payee and the Federal Agency.

Encl(2)

**FINANCIAL INSTITUTION INFORMATION**

The Financial Institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH point of contact phone number, nine-digit routing transit number, depositor (payee/company) account type and account number. The Payee must ensure the form is signed by an authorized company official. It is the responsibility of the company to ensure all data contained on this form is accurate.

---

DFAS home | EFT

---

**Send e-mail comments to:** [askDFAS@cleveland.dfas.mil](mailto:askDFAS@cleveland.dfas.mil)

**URL:** <http://www.dfas.mil/money/vendor/eftform.htm>

**Last updated:** December 19, 1997 at 12:32

**52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration.**

As prescribed in 32.1110(a)(2), insert the following clause:

**Payment by Electronic Funds Transfer--Other Than Central Contractor Registration (May 1999)**

(a) Method of payment. (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractor's EFT information. (1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") by

\_\_\_\_\_ [the Contracting Officer shall insert date, days after award, days before first request, the date specified for receipt of offers if the provision at 52.232-38 is utilized, or "concurrent with first request" as prescribed by the head of the agency; if not prescribed, insert "no later than 15 days prior to submission of the first request for payment"]. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractor's EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. (1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

- (i) Making a correct payment;
- (ii) Paying any prompt payment penalty due; and
- (iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date

specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractor's name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the



Contractor's financial agent.

(5) The Contractor's account number and the type of account (checking, saving, or lockbox).

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

(End of clause)

**52.232-35 Designation of Office for Government Receipt of Electronic Funds Transfer Information.**

As prescribed in 32.1110(c), insert the following clause:

Designation of Office for Government Receipt of Electronic Funds Transfer Information  
(May 1999)

(a) As provided in paragraph (b) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration, the Government has designated the office cited in paragraph (c) of this clause as the office to receive the Contractor's electronic funds transfer (EFT) information, in lieu of the payment office of this contract.

(b) The Contractor shall send all EFT information, and any changes to EFT information to the office designated in paragraph (c) of this clause. The Contractor shall not send EFT information to the payment office, or any other office than that designated in paragraph (c). The Government need not use any EFT information sent to any office other than that designated in paragraph (c).

(c) Designated Office:

Name:

**Military Sealift Command**

Mailing Address:

**Washington Navy Yard**

**ATTN: Code N86**

**914 Charles Morris Court, SE**

**Washington, DC 20398-5540**

Telephone Number:

**202-685-5864**

Person to Contact:

**Carolyn Merritt**

Electronic Address:

**Carolyn.merritt@msc.navy.mil**

(End of clause)